



ROTC Cadet Command

Resource Management Directorate

**Western Region Conference
Sept 15 - 19 2003**



AGEND A

- **RM Support**
- **Program and Budget**
- **Costing Templates**
- **Pay Operations**
- **Management & Logistics**
- **Questions and Answers**

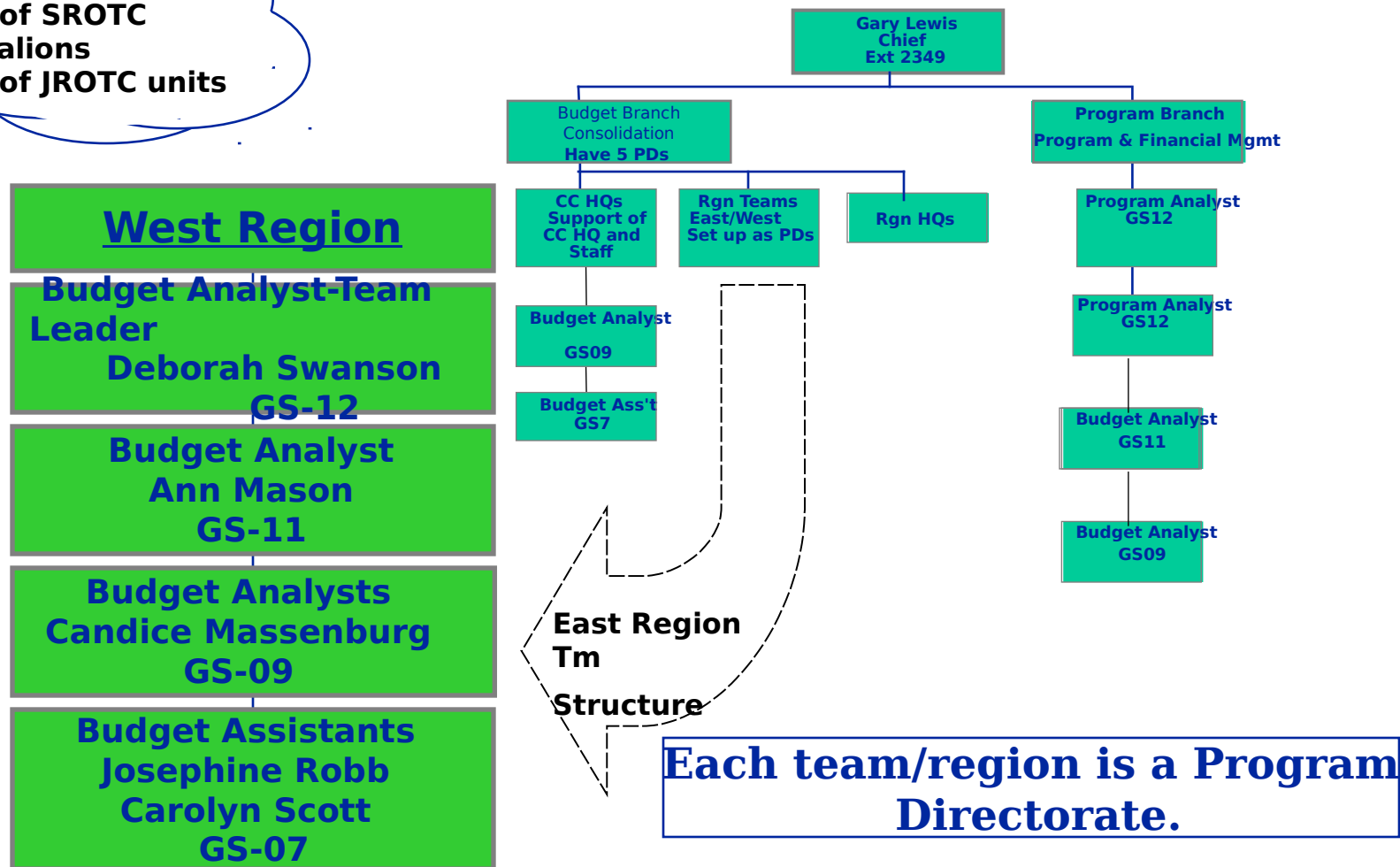


U.S. ARMY

Program & Budget

PROGRAM AND BUDGET DIVISION

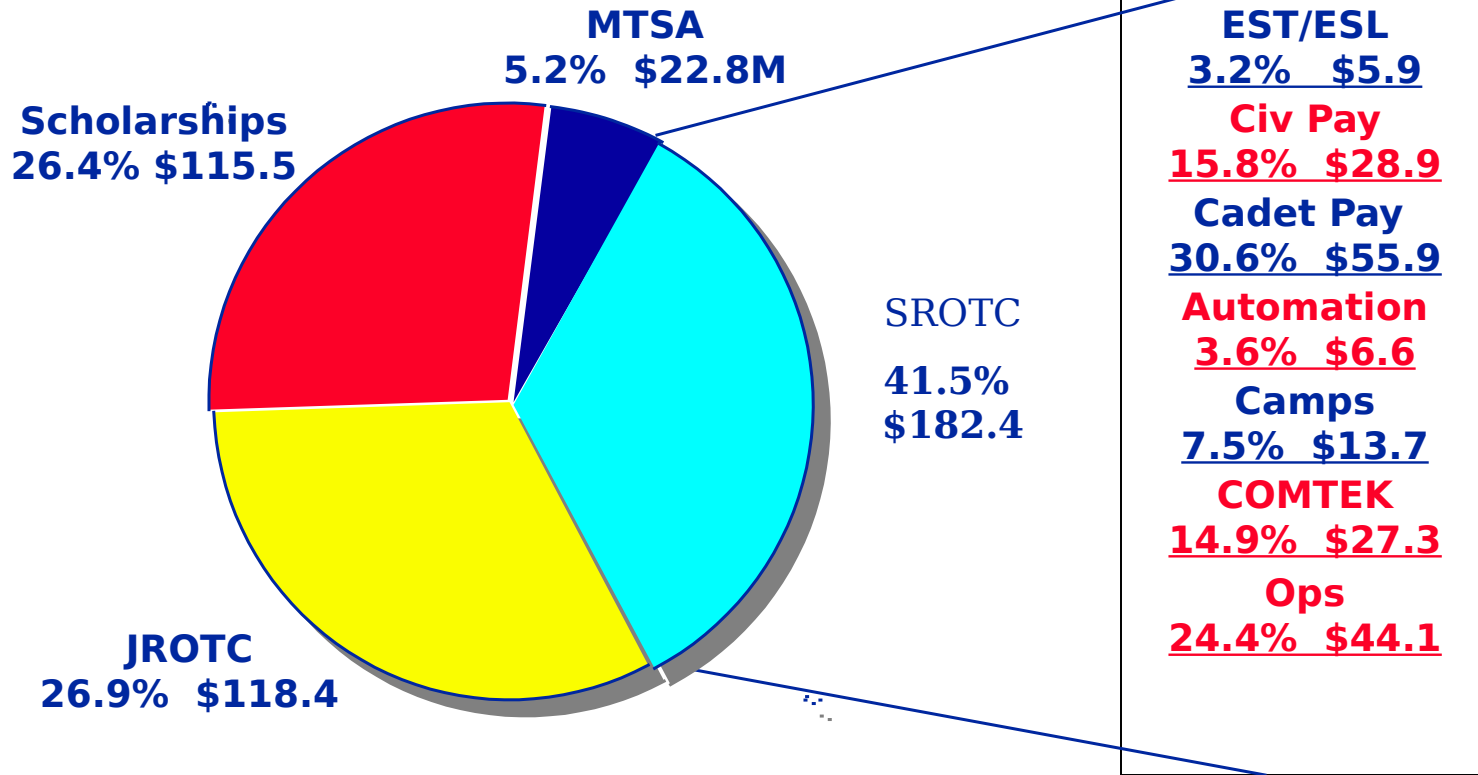
119 of SROTC
battalions
618 of JROTC units





FY03

\$439.1M



NO FLEXIBILITY

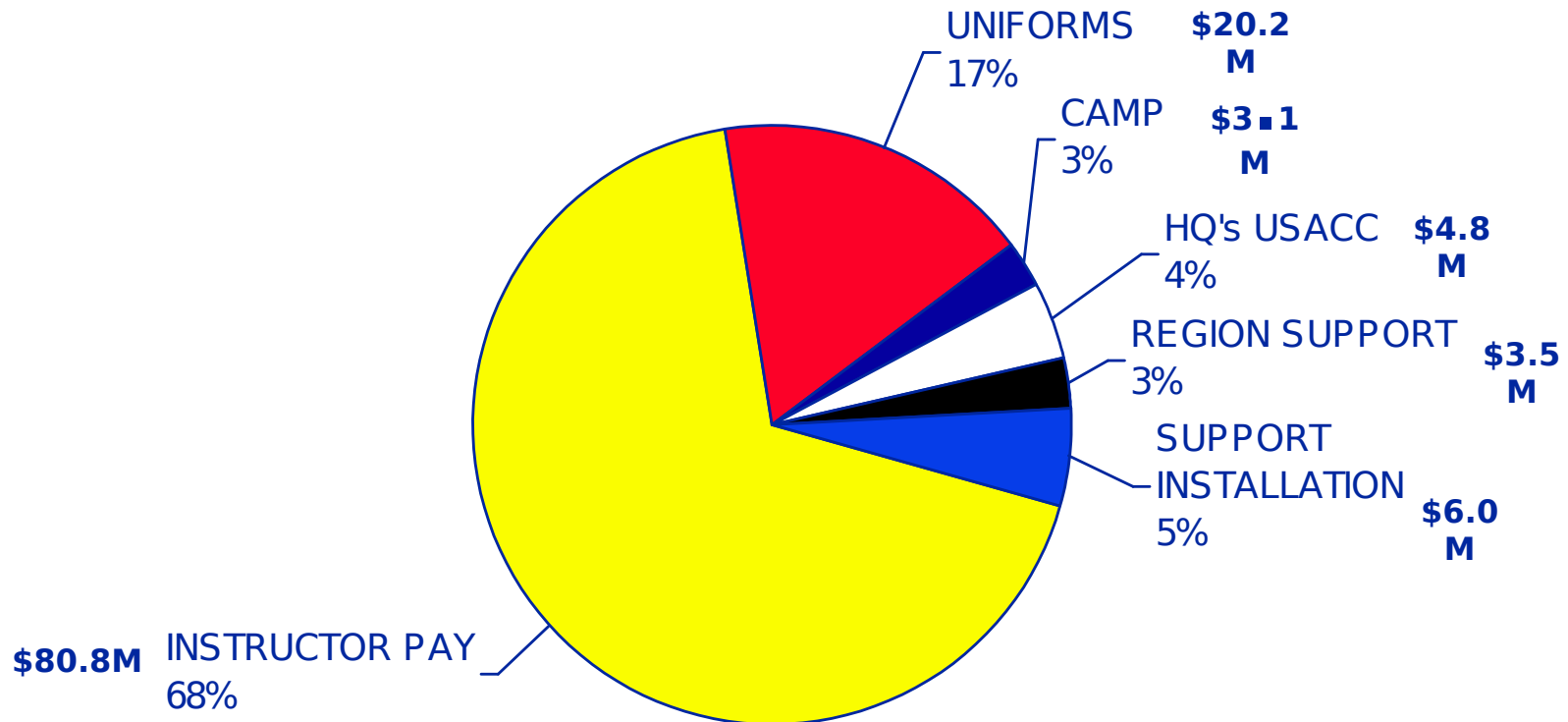
Figures include both OMA and RPA



U.S. ARMY

FY03 JROTC Status

\$118.4M

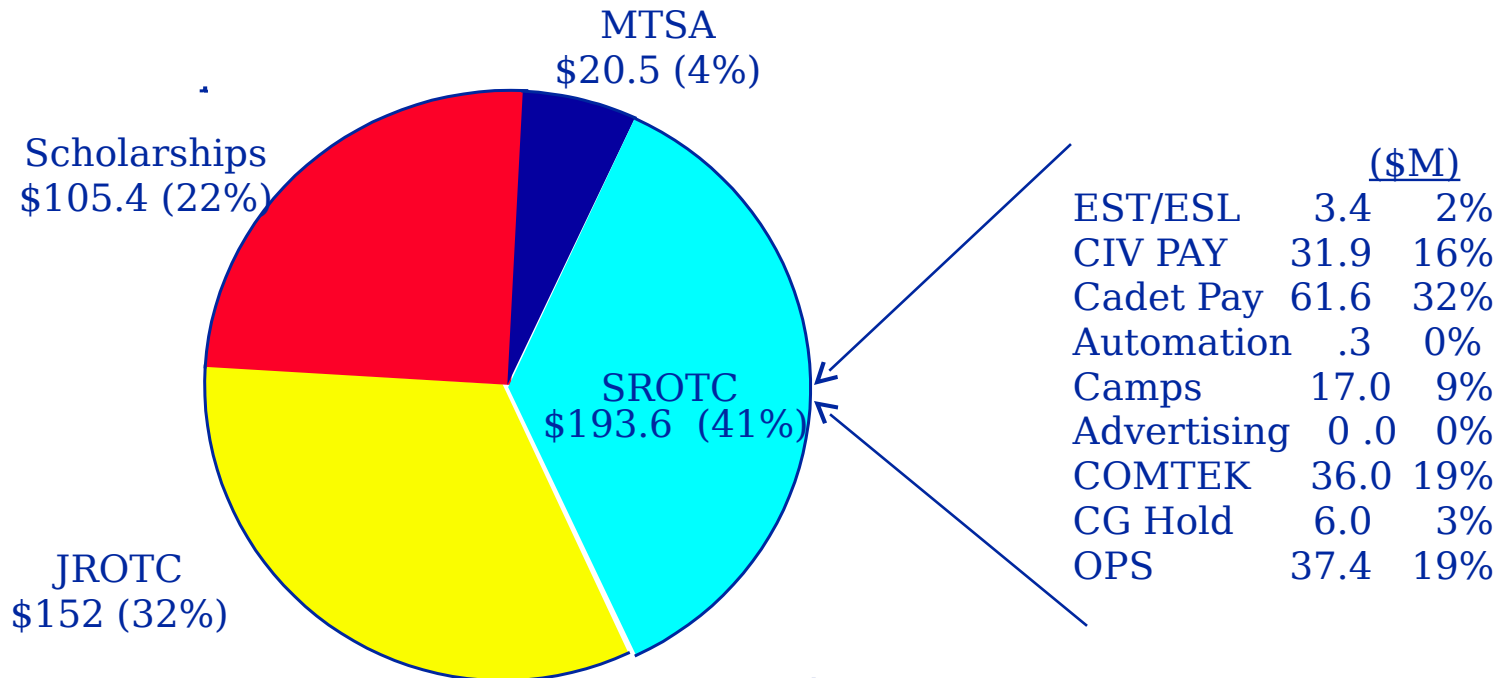


Includes OMA & RPA



FY04

\$471.5M (OMA & RPA)

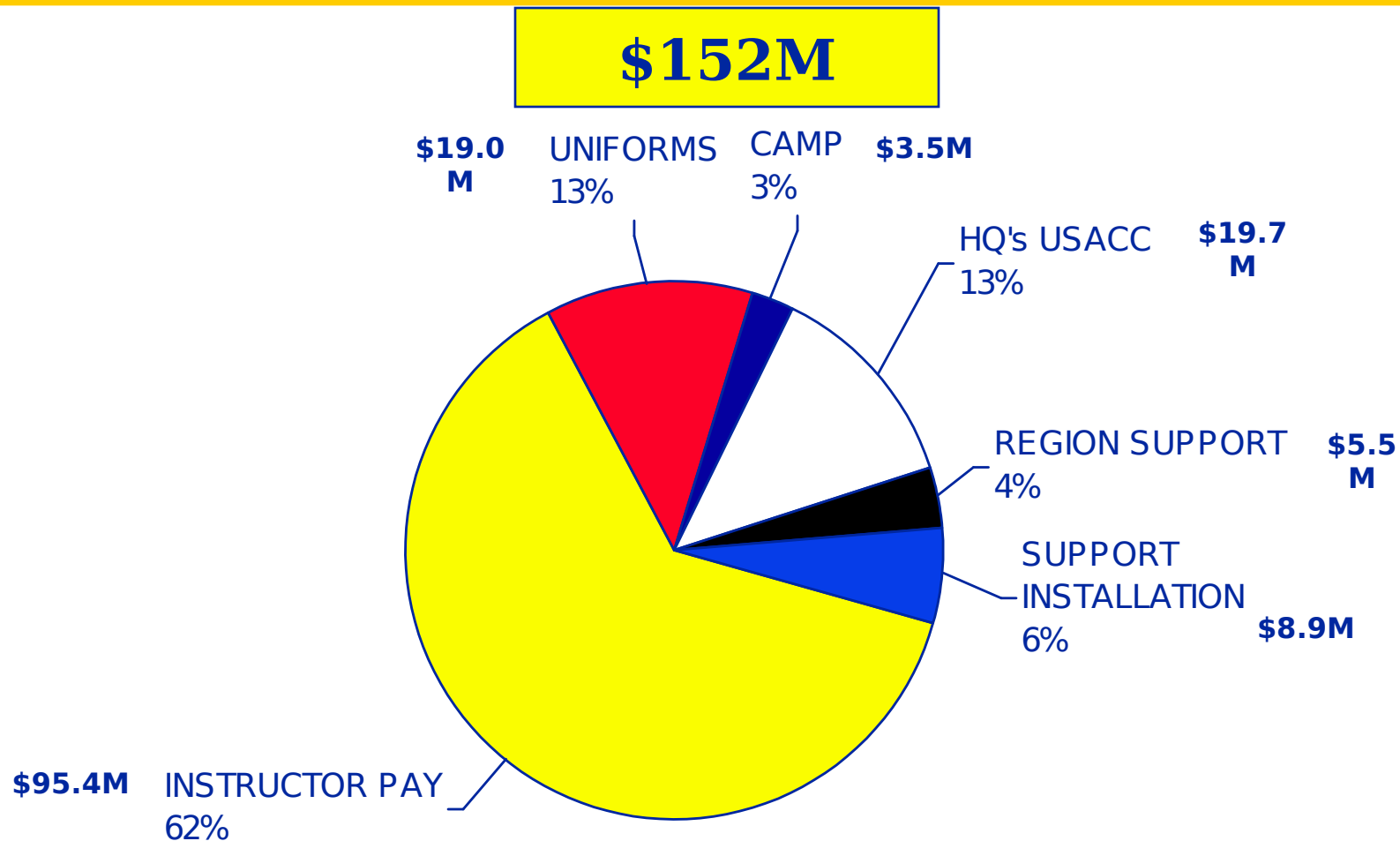


NO FLEXIBILITY

As of 31 Jul
03



FY04 JROTC Status



Includes OMA & RPA



Program & Budget

Where the OMA funding is...

- **Installation**
 - Supplies, authorized equipment or furniture, approved maintenance contracts
- **Region**
 - Conferences - Region Level
- **Cadet Command**
 - Curriculum, training contracts, and JSOCC
 - Instructor pay & travel
 - Automation (CC IMO approval required)



Program & Budget

Where the RPA funding is...

- **Installation:**
 - **Uniforms, Laundry, and Alterations**
- **Cadet Command:**
 - **Meals and billets (cadets)**
 - **Cadet travel**
 - **Billets--National or regional drill or marksmanship competition**



Program & Budget Division

- **Staff of Budgets by Area Built Command**
HQ's with input from Regions
- **Use templates and costing models & input from vendor**
- **Based upon projected student enrollment numbers.**
- **Adjust for validated unfinanced**



Example

150 Cadets

Copier Maintenance	\$	600
Reproduction	\$	1,050
Office Supplies	\$	1,494
Internet Service	\$	288
Uniform Accouterments	\$	900
	\$	4,332
RPA		
Laundry/Alterations	\$	2,495
Uniform Allowance	\$	12,503
	\$	14,998
Funded OMA 100%	\$	4,332
Funded RPA 80%	\$	11,998



Program & Budget

Costing Template for JROTC

Program

- Cost Templates identify and funding requirements.

Requirements not funded will be recognized as unfinanced requirements (UFR).
as Templates were applied in determining FY 04 JROTC

School budgets. Each year around October timeframe, Regions are requested to select 15-25

- JROTC schools to review cost data. Their review HOCC RM will forward the templates in October 03 for helps to determine a cost median for the the next round of reviews. All comments/suggestions



Junior ROTC

Costing Templates

Cadet

-
- Laundry/Alterati
on**
- Transportation**
- Billeting**
- Uniform
Allowance**

Cadre

- Travel**
- Office
Management**



Who to call

1. BNs call Bdes on following items/issues:

- ✓ They have a UFR
- ✓ If their support installation is not being responsive (stopped processing their funding requests and BN has Annual Program balance of funds. This means installation is short allotment/AFP)

2. BNs call HQCC RM Budget Team:

- ✓ Pertaining to funds maintained at HQCC RM Budget Team
- ✓ Questions about status of funding documents submitted to the team. This does not



Who to call (con't)

3. Bdes call Installations:

- ✓ To check on execution of BN requisitions
- ✓ BN SOF

4. Bdes call HQCC RM Budget Team:

- ✓ Pertaining to funds maintained at HQs (Bde HQs)
- ✓ SOF Report Questions

5. Bdes call HQCC RM Operations Team: If support installation is holding requisitions and BNs have Annual Program balance of funds.



Allotment Process

- Allotment is equivalent to cash in hand.
- DoD provides allotment incrementally to MACOMs.
- TRADOC provides allotment incrementally to Cadet Command based upon amount they receive from HQDA and based upon Cadet Command execution.
- Cadet Command gives as much as possible to support installations at beginning of FY and tries to fully fund installations with allotment equal to annual program by 1 Jul. For instance, we may receive 25% of our annual allotment from TRADOC by 1 Jan and yet we may fund installations 50% of their annual funding program 1 Jan and short the CC HQs.



Allotment Process (Con't)

- **TRADOC/HQDA/Cadet Command monitors allotment execution.**
- **Cadet Command has difficulty obtaining additional allotment from TRADOC/HQDA due to low execution rates of support installations.**
- **Cadet Command does not provide allotment at BN/Bde level. Installations move allotment around between Bns/Bdes as needed based upon funding requests.**
- **Installations notify CC HQs when they need additional allotment.**



Resource Management

Pay Operations



Pay Operations Division

- **Senior Battalion Cadet Pay Actions**
- ▮ **Cadet Pay - All Camp Operations**
- ▮ **Scholarship Tuition, Fee and Books Reimbursement**
- ▮ **Debt Management - Senior Program**
- ▮ **Recoupment of Educational Assistance**
- ▮ **Serves as CC Liaison with DFAS on all cadet pay and instructor pay issues**
- ▮ **JROTC Pay Reimbursement to School Districts/School Systems**



JROTC Instructor Pay Office

What documentation is required for pay?

- **Data/Forms Required for Proper Reimbursement:**
- ✓ **DD Form 2754 - JROTC Pay Entitlement Computation**
- ✓ **Dependent Verification - marriage certificate; birth certificate (used if child is primary dependent or for child support), divorce decree/custody order (claim for child support, BAQ With or Without Dependent) MUST BE SUBMITTED WHEN TRANSFERRING TO ANOTHER SCHOOL (ZIP CODE OF SCHOOL DRIVES CORRECT PAY)**
Mortgage/Lease/Rental Payment Documentation is only required for overseas instructors.
- ✓ **Hire Letter (approval from CC HQs Instructor Management)**
- ✓ **DD Form 2767 - Instructor Certification of Pay and Data Form This form is required to be submitted annually to update contractual pay dates for reimbursement. Must be signed by school administration and instructor. MUST ALSO BE SUBMITTED WHEN TRANSFERRING TO ANOTHER SCHOOL TO ESTABLISH CONTRACT DATES.**



JROTC Instructor Pay Office General Information

- ✓ All reimbursements based on input to active duty pay system (as if on active duty, less special and retired pay)
- ✓ School District/School Pay Statement (Monthly)
- ✓ Individual Pay Statement for Instructor (Monthly)
- ✓ Pay increases are effective the month of authorization, i.e., retired pay increase, military pay raise, clothing maintenance increase for enlisted and longevity increases.

NOTE: If your salary has been negotiated above the minimum instructor pay level before normal payroll deductions, the school system does not have to make an adjustment to your salary. The school system must ensure by the end of your current contractual period (dates of employment on DD Form 2767) that the minimum instructor salary (MIP) has been provided.

- ✓ School District/School Payments are sent by Direct Deposit/ Electronic Fund Transfer (DD/EFT) (Cannot start reimbursement without this info)



Instructor Pay Points of Contact

- Cathy Alston, 757-788-3806 alstonc@monroe.army.mil
CT, DC, DE, FL, GA, IA, MA, MD, ME, MN, NE, NH, UT, WI,
WY AND AMERICAN SAMOA
- Cheryll Taylor, 757-788-2832 taylorc1@monroe.army.mil
AK, AL, AR, ID, IL, IN, NJ, NY, PA, RI, VA, VI, VT, PR
- Renee Nothstein, 757-788-4328 nothster@monroe.army.mil
AZ, CO, KY, LA, MI, MO, MS, OH, WV, AND MP (SAIPAN)
- Trudy Finley, 757-788-2663 finleyt@monroe.army.mil
CA, KS, MT, ND, OR, SD, TX AND GU (GUAM)
- Mary Gornick, 757-788-4349 gornickm@monroe.army.mil
HI, NC, NM, NV, OK, SC, TN AND WA

1-888-220-7488



Instructor Pay Points of Contact

Financial Systems Analyst - Lydia Rivera, 757-788-3186

rival@monroe.army.mil

Sr Financial Systems Analyst - Michael Tinker - 757-788-3679 tinkerm@monroe.army.mil

Chief, Pay Operations Div: Janie Imgrund, 757-788-4633 imgrundj@monroe.army.mil

**FAX 757-788-3749 or DSN 680-3749
1-888-220-7488**



Pay Operations

Frequently Asked Question

Instructor Pay (timeliness)

Memo will be provided to district/schools pay office on pending percentage increases, and to each regional JROTC instructor. However, school contract determines compliance of pay status per the minimum instructor pay level.

Based on workload Cadet CMD averages 45 days pay raise to funding School Districts. Schools Districts then have internal timelines.

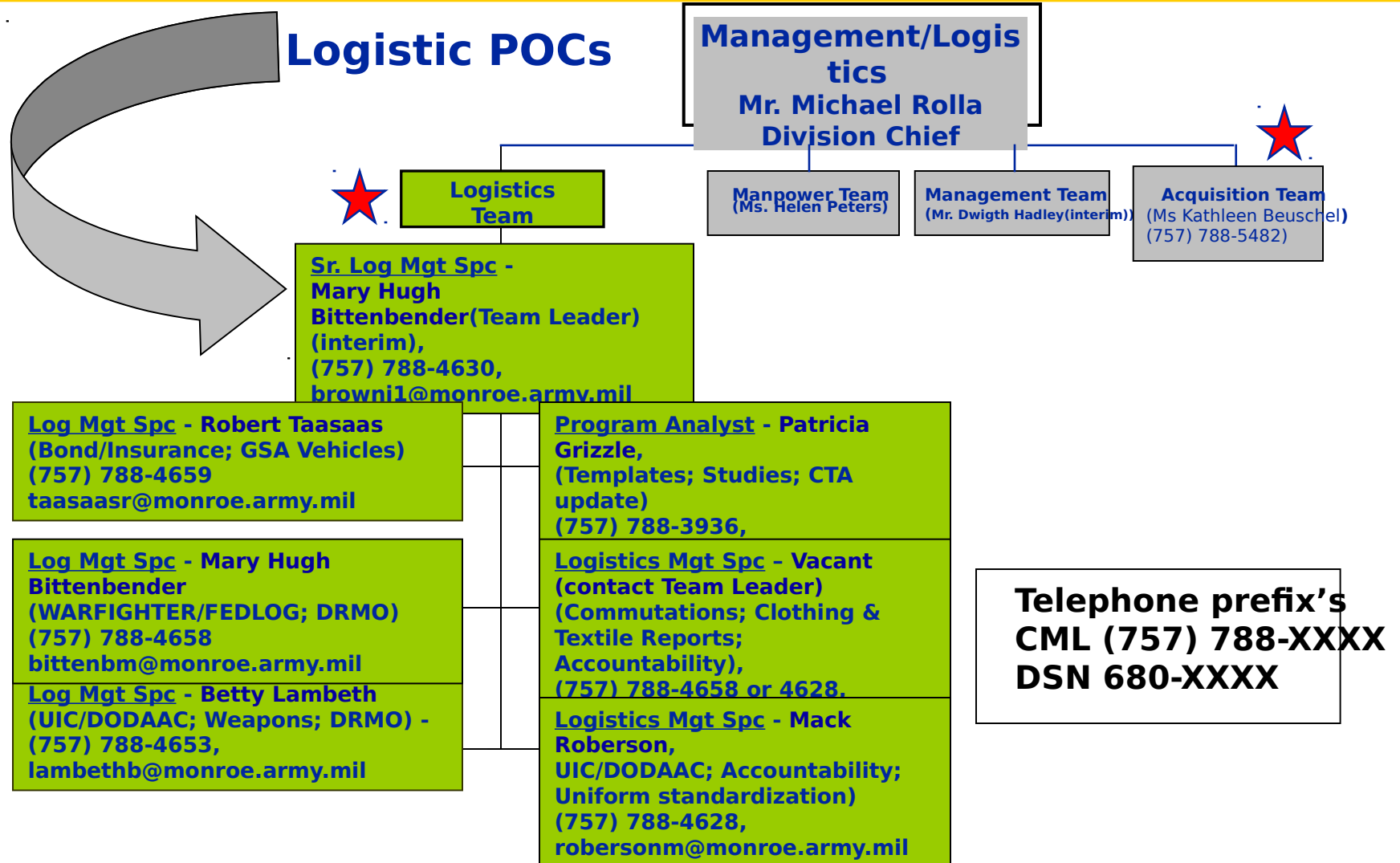


Resource Management

Management & Logistics



Management & Logistics





Management & Logistics

Key Logistics Points



- **“IMPAC”** - ensure you talk to your support installation budget POC; certify on time in C.A.R.E. every month (**5 business days at end of billing cycle (usually around 25th of each month)**) per Army policy; certification required even if no dollar expenditures for the month)
 - Impact of one card-holder's failure to certify: card suspension (61 days past due); entire installation IMPAC program shut down (180 days past due).
 - IMPAC program has 4-star visibility.



Management & Logistics

Key Logistics Points

- **“Contracting”** - no split purchases; follow Acquisition guidance on lead time to submit contracts in support of training events.
- **“DRMO”** - withdrawing property is not always free depending on the code. HQDA Policy is to recoup dollars to replenish the stock fund. Ensure you check code on items.



Management & Logistics

Key Logistics Points

- ★ • **“Velocity Management”** - Support installation method used to reduce the time it takes for units to order and receive property.
 - Important to expedite return of receiving documents (within 3 working days upon receipt).
 - Document return currently identified as problem area in TRADOC.
 - HQCC asked to help fix problem through command emphasis.



Management & Logistics

Key Logistics Points

- **“EMALL (Electronic MALL)”** - Applies to all Army issue IMPAC cards.
- Supplies and equipment consistent with mission.
- Required for purchase of all office supplies
- Check with your Brigade on purchase limit.



Management & Logistics

Key Logistics Points

- **“Inventories”** - Mandatory and must be conducted as scheduled.
 - **Annual**: 100% physical inventory required of all government property - use CDT CMD Form 194-R (Inventory Control Listing). Furnish copy to Brigade.
 - **Quarterly**: Inventory sensitive items (air rifles, compass, and binocular)- verify serial numbers with property book records.
 - **Monthly**: Ammo/weapons (.22 and demil M1903/M1 rifles) ROTC CDT CMD Form 195-R (Monthly Inventory (Weapons/Ammunition/Sensitive Items)). Copy furnish to Brigade.



Management & Logistics

Key Logistics Points

- **“Inventories” (continue)...**
 - **Daily**: Physically inventory all weapons. Record total quantities counted on DA Form 2062 - retain 2062 until monthly serial number inventory is completed.
 - **Receipt for property**: Match property identity and quantity with document, distribute documents as required, and record property book data, i.e., computers, weapons, etc.



Management & Logistics

Key Logistics Points

“Bond/Insurance” -

- Brigades and DAI/SAI provide oversight to ensure--
 - ✓ A valid bond or insurance document is available, and in a current “premium paid” status.
 - ✓ The face amount of the bond or insurance equal to or exceed the replacement value of all on hand government property.
- Annual/triennial reviews (per AR 735-5), will be accomplished through scheduled inspection visits (by regions, brigades, IG, etc.).



Management & Logistics

Key GSA Points

- **“GSA Vehicle Liability Insurance”** - Retired JROTC instructors, contractors, & school employees must have proof of vehicle liability insurance. Instructors are not protected under the Federal Tort Claims Act.
- **“JROTC Cadet Transport”** - Federal regulations prohibit the use of vans that do not meet the safety standards applicable to school buses with a capacity of more than 10 to transport JROTC cadets.



Management & Logistics

Logistics On-going Actions

- **Demilitarized Drill Rifle Replacement** - RM is reviewing next generation (prototype) of drill rifles for SROTC/JROTC Programs.
 - ✓ Will not replace one for one immediately, but will phase-in as current stock nears depletion (estimation is in FY05).
 - ✓ New schools coming on board after FY05 will receive prototype on activation.
 - ✓ Units currently with M1s/M1903s will retain until unserviceable.



Management & Logistics

'Proposed' CTA Change

- **Generic Automation/Training Aid requirement per unit need with approval of brigade/region commanders.**
 - **LCD Projector**
 - **Computer-Scan Converter**
 - **Projector, Slide**
 - **Digital Camera**
 - **TVs**

Status: pending TRADOC release to HQDA for approval.



Resource Management

Question and Answer Session





Program & Budget Division

Things We Can Do Better

- **Provide more timely Command Budget Guidance.**
- **Provide more timely Status of Funds Reports to Brigades and Regions.**
- **Need your help in getting financial documents to Cadet Command Resource Management in timely manner.**
- **Bottomline: We must continue to work closely to ensure total support for cadre, instructors and cadets. Communication is a must to ensure we best serve you the customer.**



Junior ROTC (Cadet)

Laundry/Alterations (RPA)



Current:

- a. Standard Schedule: b. Block Schedule:
- Laundry = \$8.63
 - Alterations = \$8.00
- Total = (\$16.63 X # of cadets)
- (Example: 16.63 X 150 Cadets = \$2,494.50)
- ~~Total = \$16.63 X # of cadets + 20%~~
- Approved:

No Change



Junior ROTC (Cadet)

Transportation (RPA) for Unit Report Requirements

Current:

- Bus = \$160.00/day X 6 of days (2 event per year)

Example: $160 \times 6 \text{ days} =$
\$960

Approved:

No Change



Junior ROTC (Cadet)

Uniform Allowances - OCIE (OMA)

Approved:

- **Uniform Accouterments = \$6.00 X # of cadets**

**Example: \$6 X 150 Cadets =
\$900**

- **OCIE: Table 4, CTA 50-900:**

- **Field OCIE = \$25.81 x 10% of cadet**

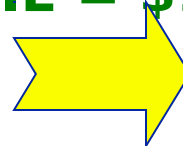
**Example: \$25.81 X 15 Cadets (10% of enroll) =
\$387.15**

Example: \$15.91 X 15 Cadets (10% of enroll) =

- **Marksmanship OCIE = \$15.91 x 10% of cadet**

\$238.65

Total = \$1,525.80



**Total =
\$1,525.80**

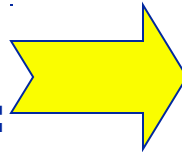


Junior ROTC (Cadre)

Travel (OMA) (2 Cadre)

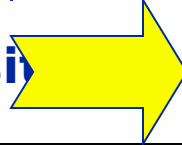
Current:

- Competition + Billeting:



Total = \$860

- Support Installation visit



**Total =
\$180**

Approved:

No Change



Junior ROTC (Cadre)

Travel (OMA)

Current:

- Competition: # of cadre X \$35 partial per diem for 3 days X 2 times a year
Example: $2 \times \$35 \times 3 \times 2 = \420
Billeting: 2 rooms x \$55.00 per room x 2 nights x 2 trips
Example: $2 \times 55 \times 2 \times 2 = \440
- Support Installation visits: # of cadre X \$35 partial per diem for 1 day X 2 times a year
Example: $1 \times \$35 \times 1 \times 2 = \70
- \$55 Rental Car X 1 Day X 2 Trips = \$110

Approved:

No Change

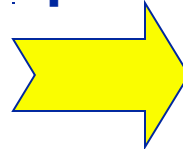


Junior ROTC (Cadre)

Office Management (OMA)

Current:

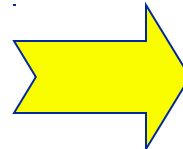
- Internet:
- Reproductions (200 copies per cadet):
- Copier Maintenance:
- Supplies:



**Total =
\$3,915.50**

Approved:

- Internet: (No Change)
- Reproductions (200 copies per cadet): (No Change)
- Copier Maintenance: (No Change)
- Supplies:



Total = \$4,482



Junior ROTC (Cadre)

Office Management (OMA)

Current:

- Internet: Flat fee of \$288.00 per year
- Reproductions: $.07 \times \# \text{ of cadets} \times 200$
Example: $.07 \times 150 \text{ Cadets} \times 200 = \$2,100$
- Copier Maintenance: Flat fee of \$600.00 per year
- Supplies: $\$6.21 \times \# \text{ of cadets}$
Example: $6.21 \times 150 \text{ Cadets} = \931.50 Total = \$3,915.50

Approved:

- Internet: Flat fee of \$288.00 per year
Example: $.07 \times 150 \text{ Cadets} \times 200$
- Reproductions: $\$2,100 \times \# \text{ of cadets} \times 200$
- Copier Maintenance: Flat fee of \$600.00 per year
- Supplies: $\$9.96 \times \# \text{ of cadets}$ Total = \$4,482
**Example: $\$9.96 \times 150 \text{ Cadets} =$
\$1,494**